

**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT**

Dear Prospective Juror:

Please accept my sincere thanks and deep appreciation for your participation in jury duty for the United States District Court, District of Connecticut.

Jury service is one of the most fundamental obligations of the citizens of this great country and one of the most important to our system of justice. We depend on you and other people like you. Without your willingness to serve, our governmental institutions will be diminished.

The Constitution of the United States guarantees, to all of us, trial by a jury of our peers. That means people from all walks of life are both needed and desired to serve as jurors. This diversity of jurors is one of the foundations of our system of justice.

Those who have served as jurors invariably proclaim how enriching and interesting their experiences turned out to be. I assure you that your own service will reinvigorate your sense of pride in being a citizen of the United States of America. Your contribution will not only be valuable for the cases or matters you will be asked to hear and decide, but it will also bear on the future destiny of our nation and the welfare of our people.

We extend to you a warm welcome and look forward to your participation.

Sincerely,

Roberta D. Tabora
Clerk

GENERAL INFORMATION

1. When Is The Clerk's Office Open? The federal court is open to the public Monday through Friday from 9:00 a.m. to 4:00 p.m. However, as a juror, you may be required to appear earlier and/or stay later than our public hours.

2. How Was I Chosen to Serve? Your name was drawn at random from a combination of the motor vehicle list and the list of registered voters and placed in our jury wheel, where it will remain for a period of two years.

3. How Long Do I Have To Serve?

Petit Jury: You are required to serve on an on-call status for a period of two months. This means you are eligible to be summoned to appear several times within a two-month period. Jury selection is usually held on one day. If you are selected for a trial, you will be told in court the date the trial will begin and the length of the trial. You will be required to serve until the trial is completed. If you are not selected for a trial, your name is returned to the two-month pool for future selection, and you will receive another summons with the new date. Your service will be completed when the two-month period expires, as long as you are not serving on a trial at that time.

Grand Jury: Grand jurors are required to serve up to three days a month for 18 months. The grand jury can be extended up to six additional months to complete an on-going investigation. If you are being considered for grand jury service, you will receive a letter with your summons to that affect.

4. Where Do I Serve? Connecticut is divided into three seats of court for federal jury service. Jurors report to the seat of court which has jurisdiction over particular counties, as follows:

Bridgeport: Fairfield County (915 Lafayette Street, Bridgeport)

Phone: (203) 579-5863, (203) 579-5951, 1-800-827-8224

Hartford: Hartford, Litchfield, Tolland, and Windham Counties (450 Main Street, Hartford)

Phone: (860) 240-3204, (860) 240-3207, 1-800-786-7112

New Haven: New Haven, New London, and Middlesex Counties (141 Church Street, New Haven)

Phone: (203) 773-2069

5. What If I Am Called For State Jury Service? If you receive a summons for the federal court and state court for the same day, you are required to report to the federal court, and you must ask the state court for a postponement of jury duty. You may request dismissal from federal service if you served two or more days with the state court over the past two years. Your written request must include your name and address, your nine-digit juror identification number, the date you are to appear for federal jury service, and proof of two or more days of jury service with the state court.

6. When Will I Be Called? You are eligible to receive more than one jury summons over the

next two months. We do recognize that circumstances exist when a person cannot serve as summoned. If you cannot appear on the date you are summoned, you must send a **written request** to be deferred or excused. This is your only opportunity to be excused. If you have a conflict, please include your name, address, phone number, nine digit participant number, date of jury selection, and a brief description of the hardship to the office on your summons, Attn: Jury Clerk. All letters are forwarded to a judge for consideration. If you do not submit a written request, we will assume you are available barring unforeseen emergencies. *Jury clerks are not authorized to excuse jurors over the telephone.* **You may check the status of your request by calling toll free 1-866-388-2430 and entering your nine-digit number when prompted. (Allow 1 week to process.)** If you are deferred, your next summons will begin another two-month period. However, before you search for excuses to be relieved of jury duty, please remember that this is your court system. Many of our most qualified jurors are busy people, greatly inconvenienced by jury duty. However, the quality of justice in your court will never be any better than the composite intelligence and wisdom of your juries.

7. How Do I Know If I Am To Report? You are instructed to call the AJIS phone number at 1-866-388-2430 **after 5:30 pm the night before** you are scheduled to report. When you reach the AJIS line, enter your nine-digit participant number, which is the number above your name on your summons. You will receive a message informing you of your status. If you are scheduled for jury duty on a Monday or the Tuesday after a holiday, you may call any time after 5:30 pm on Friday and throughout the weekend for the message. You will not be compensated for your expenses if you report for jury duty which has been canceled.

8. Is There Security At the Courthouse? All people coming into the building are required to pass through metal detectors. Items such as pocket knives, pepper spray, etc., will be confiscated and returned when you leave for the day. You must also bring photo identification with you when you report. Please do not bring pagers, cell phones or laptop computers to the courthouse.

9. Is There A Dress Code? Jurors play an extremely important role in the very serious process of adjudicating cases. It demeans the process and detracts from the decorum of court proceedings if jurors fail to dress appropriately. Jurors are, therefore, expected to dress in a manner reflective of the formality of the court proceedings. **Please do not wear denims of any color, shorts, T-shirts, tank tops, jeans, ripped clothing, athletic wear, jogging suits/sweats, head gear, and the like.** Food and beverages are not allowed in the courtroom, except for medical reasons.

10. Is Smoking Allowed In The Federal Building? The Federal Building is a non-smoking building. You may step outside during breaks to smoke.

11. Am I Reimbursed For Bus Fare or Parking Fees? You may complete a reimbursement slip for parking fees (\$15.00 maximum reimbursement) or round trip bus or train fare when you report. You are required to pre-pay the parking in cash (lots do not accept credit cards), and you will be compensated when you receive your attendance fees. We are not authorized to reimburse

for taxi fare.

Note: If you drive, do NOT park at the meters on the street -- you could be ticketed and/or towed. If you do park at the meters, the Court is not responsible if you get a ticket or are towed due to expired time or parking bans.

12. Where Can I Get Something To Eat? There are several eating establishments in the area. These will be explained to you when you report for jury duty. Also, most of the jury rooms have a refrigerator for your lunch or snacks.

13. If Chosen For a Trial, When Do I Report? If you are chosen for a trial, you will be informed during jury selection of the trial start date and reporting time.

14. Am I Paid For Jury Service? You will be compensated \$40 a day for attendance, round trip mileage from the center of your town to the courthouse for your travel (mileage is based on the Connecticut State Register chart), or round-trip bus or train fare, and a maximum of \$15.00 a day for parking. We cannot reimburse for taxi fare. You should receive your compensation check by the middle of the month following your appearance date.

15. Is My Employer Required To Pay My Salary While I Perform Federal Jury Service? Federal regulations do not specify an employer's responsibilities for payment of a juror's normal salary. Please check with your personnel office for your company's policy.

16. Can I Get Proof Of Service For My Employer? Proof of service will be provided on the day of jury selection. You may ask the jury clerk or courtroom deputy for an attendance certificate when you report for jury trials.

17. My Supervisor Does Not Want Me To Come. What Are My Rights? United States Code 1873 describes the protection of juror's employment. This information is attached.

18. How Would I Know If Court Is Canceled Due to Bad Weather? First, remember this is the U.S. District Court and should not be confused with the State Court. Court closings are determined separately for each seat. You should call the general office number for the court where you are to appear for information:

Bridgeport	(203) 579-5861
New Haven	(203) 773-2140
Hartford	(860) 240-3200

19. Do I Pay Taxes On Jury Pay? Jury duty pay received must be included in your gross income per Section 1.61-2(a)(1), Income Tax Regulations. If you give your jury pay to your employer because your employer continues to pay your salary while you serve on the jury, you can deduct the amount turned over to your employer as an adjustment to income. Include the amount you repay your employer on line 32 of Form 1040. Write "Jury Pay" and the amount on the dotted line next to line 32. If you receive \$600 or more in jury duty pay, you will receive an IRS Form 1099 from the Court prior to the end of January.

20. **Please note:** "Any person summoned for jury service who fails to appear as directed may be ordered by the district court to appear forthwith and show cause for failure to comply with the summons. Any person who fails to show good cause for non-compliance with a summons may be fined not more than \$1,000.00, imprisoned not more than three days, ordered to perform community service, or any combination thereof."

21. This information is also available on our website: <http://www.ctd.uscourts.gov>. Note: Please do not leave messages on the website.

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NOTICE TO EMPLOYER - PROTECTION OF JUROR'S EMPLOYMENT

Your employee has been selected to serve as a member of the Federal jury service. Jurors serve periodically for either two years, or 30 days, whichever comes first.

The Jury System Improvement Act of 1978 provides statutory protection to the employment status of Federal jurors by prohibiting any employer to discharge, intimidate, threaten, or coerce any permanent employee by reason of the employee's Federal jury service or scheduled attendance for such service. For your information, the relevant section of the act is set forth below.

Section 6(a)(1), Chapter 121 of Title 28, United States Code, is amended by adding at the end thereof the following new section: United States Code 1873, Protection of jurors employment.

a) No employer shall discharge, threaten to discharge, intimidate or coerce any permanent employee by reason of such employee's jury service, or the attendance or scheduled attendance in connection with such service, in any court of the United States.

b) Any employer who violates the provision of this section:

(1) shall be liable for damages for any loss of wages or other benefits suffered by an employee by reason of such violation.

(2) may be enjoined from further violations of this section and ordered to provide other appropriate relief, including, but not limited to, the reinstatement of any employee discharged by reason of his/her jury service; and

(3) shall be subject to a civil penalty of not more than \$5,000.00 for each violation as to each employee.

c) Any individual who is reinstated to a position of employment in accordance with the provisions of this section shall be considered as having been on furlough or leave of absence during his/her period of jury service, shall be reinstated to his/her position of employment without loss of seniority, and shall be entitled to participate in insurance or other benefits offered by the employer pursuant to established rules and practices relating to employees on furlough or leave of absence in effect with the employer at the time such individual entered upon jury service.

d) An individual claiming that his employer has violated the provisions of the section may make an application to the District Court for the district in which such employer maintains a place of business and the court shall, upon finding probable merit in such claim appoint counsel to represent such individual in any action in the District court necessary to the resolution of such claim. Such counsel shall be compensated and necessary expense repaid to the extent provided by Section 3006A of Title 18, United States Code.

(2) In any action or proceeding under this section, the court may award a prevailing employee, who brings such an action by retained counsel, a reasonable attorney's fee as part of the costs. The court may award a prevailing employer a reasonable attorney's fees as part of the costs if the court determines that the action is frivolous, vexatious, or brought in bad faith.